

* Questionnaire for Interviewing Property Managers

Placement of Tenants

- ◆ Tenant Check
- ◆ Criminal Check
- ◆ Fair Housing Laws

Repairs

- ◆ Maintenance
- ◆ Contractors
- ◆ W-9 forms
- ◆ Insurance Certificates
- ◆ Estimates
- ◆ Emergencies

Notices

- ◆ Send out late payment notices
- ◆ Water/Sewer Bills
- ◆ Tall Grass/Weeds
- ◆ Snow
- ◆ Outdoor Trash
- ◆ Misc.

Eviction Process

- ◆ Notification
 - ▶ Regular
 - ▶ Sec 8
- ◆ Contacting Attorney
- ◆ Going to Court
- ◆ Timing

Permits & Inspections

- ◆ Construction/Repairs
- ◆ Township LL License
- ◆ Yearly inspections
- ◆ CO/Fire inspections

Inspections

- ◆ Visual property inspect

Government Programs

- ◆ Sec 8
- ◆ HUD
- ◆ TRA – Temp Rental Assistant

Money

- ◆ Collecting Rents
- ◆ Collecting Security Deposits
- ◆ Updating security Deposits
- ◆ Billing for repairs/damage
- ◆ Depositing Money in account

Accounting

- ◆ How to report monies collected
- ◆ Cash/Accrual

Qualifications

- ◆ Insurance
- ◆ Real Estate License
- ◆ Broker License
- ◆ Certifications
- ◆ Affiliations

Location of Property

- ◆ Office
- ◆ Home
- ◆ Maintenance

Fees

- ◆ Percent of Rent
- ◆ Placing New Tenant
- ◆ Going to Court
- ◆ Other fees